

**Arbor Heights PTSA – Board Meeting Minutes**  
**Arbor Heights Elementary Library**  
**May 8, 2012, 7:00pm**

**In Attendance:** John Christensen, Ken Coble, Shellie Jacobsma, Marianne Weber, Stacie Hart, David Wilkie, Rosslyn Shea, Lisa Olson, Fran Annis, Meri Patton.

The meeting was called to order at 7:00 p.m. New board members were introduced. The volunteer/events chair position remains open. John addressed a question raised about the pace of board meetings. The board requests access to the building and needs to be out when the permit expires. It was suggested that we request building access until 10:00pm in the future to allow time for discussion. Other options would be to have Christy Collins in attendance, to meet elsewhere or to start the meetings earlier.

**BUDGET – John & Shellie**

The board reviewed every line item of the budget and reported what income and expenses have been included and what remains outstanding. A line item was added to reflect net income from the family photo event (\$415). Revenues outstanding include the Hawkathon, cost for display apparel items (approximately \$96), Carnival revenue, and plant sale revenue.

The following changes were made to the proposed budget:

Other Income – Added emergency preparedness grant (\$5,000).

Income Usage, PTA Sponsored Programs/Projects – Removed Dads -n- Donuts event (\$300), increased grounds beautification from \$200 to \$400, added academic non-consumables (replacement text books) (\$1,000), removed general school supplies (\$300), added earthquake kits/emergency preparedness (\$5,000 offset by grant), removed kindergarten assistant (\$4,800), removed school assembly (\$0).

Income Usage, Student & Teacher Programs/Services – Removed Time for Kids line item (\$2,000), increased teacher requests from \$9,000 to \$10,000 to include \$1,000 for magazine subscriptions, removed art mural balance (\$697), increased 4<sup>th</sup> and 5<sup>th</sup> grade Global Reading Challenge Books from \$600 to \$1,200.

Other Expense – Added line item for PTSA meetings speaker (\$400).

**TREASURER REPORT – Shellie & Fran**

Shellie will be doing taxes next month. Fran and Shellie are addressing the issue of high bank charges. Emergency preparedness will be on next year's budget. Direct drive is tabled until next fall. Fran is working to get teacher requests (purchases made with stipends) collected. There was a discussion about who owns equipment purchased with teacher stipends. Such equipment is meant to become property of the school as it is PTSA money donated to the school that teachers choose how to spend. There is no policy in place to monitor this. John suggested it's a matter for Christy to handle. This issue was raised in connection with the recently purchased Chrome books. They are property of the PTSA and not the school. Fran proposed we track parents' out-of-pocket donations to the school. Donations must be made to a PTSA sponsored activity. Increasing money for field trips and allocating the same amount per class was discussed. This requires staff input. This year field trip money was used for buses.

### **EMERGENCY PREPAREDNESS GRANT – Meri**

The workshop will be October 20th. An event planner is needed to lead the workshop. It was suggested we add this to the volunteer list. The grant steering committee meeting will take place May 24th.

### **GOLDEN ACORN**

It was reported that Dana had suggested forgoing purchasing the Golden Acorn certificate and pen for \$200 and using those funds for a gift card for the recipient instead. This would mean renaming the award. David stated the Golden Acorn is a very prestigious award to receive and advocated to retain the award as is. The award typically goes to a teacher or a staff member and a PTSA member. The PTSA considered changing to a gift card for the PTSA recipient only. Dana had made the point that communication is poor regarding who received the scholarship and suggested we fund our kids versus kids in another school. It was decided that the Golden Acorn award would remain as is and we will try to address the issue of communication between AH and the recipient. Rosslyn will look into this.

### **COMMUNICATION – LISA**

BEX Levy - Lisa suggested we need a school-wide strategy to address BEX concerns. The next school board meeting is next Wednesday the 16th at 6:00p.m. The school board will vote in October. Rosslyn suggested people address the board at board meetings to keep AH on their radar. David reported that Marty McLaren acknowledged our presence on this issue and also that district facilities staff are planning to visit AH to talk about current building issues.

Directory - Lisa reported Stacie is going to work on the school directory. Stacie reported we need information from the office to proceed.

Communication - Lisa reported we may be able to use School Messenger (robocalls) to communicate with our AH community next year. It was suggested that the font used for the Communicator is too small. Tracy writes the school portion and Lisa writes the PTA portion.

**PTA DECISION MAKING MATRIX** – This will be addressed during the summer.

### **CARNIVAL VOLUNTEERS**

The carnival still needs over 70 volunteers out of the 100 necessary to put on the carnival.

### **STAFF INPUT ON PTA EVENTS NEXT YEAR – DAVID & ROSSLYN**

Rosslyn presented staff survey results (21 of 25 surveys have been turned in). David reported staff were hesitant to rate items from 1 to 10 for fear popular events would be eliminated as they had to pick only 10 items from a list of 29. The surveys are meant to be a starting point for discussion. The staff's top picks are listed below followed by the number of votes each received. This information was used to inform decisions regarding the budget.

1. Playground equipment, 16
2. Field trips and 5th grade camp, 15
3. Instrumental music, 14

4. Kindergarten tutors, 13, (school only funds one part-time position)
5. Young author's conference, 12 (author speaker, t-shirts, Book-It)
6. Global reading challenge books for 4th and 5th grade & academic enrichment/science van, 11 (tie)
7. Teacher requests, 10
8. Artist in residence & curriculum non-consumable, 8 (tie)
9. Classroom magazines & library & global reading for library, 7 (3-way tie)
10. General school supplies, 6
11. Welcome BBQ & safety patrol, 5 (tie)
12. Teacher appreciation & assemblies, 4 (tie)
13. Grounds & computer equipment/software & instrumental music supplies & kindergarten orientation and welcome, 3 (4-way tie)
14. Dads -n- Donuts & Night of Transition (5th grade), 2 (tie)
15. Study Island & Earth Day bags, 1 (tie)

Additional suggestions included art supplies, the Burke Museum visiting collection, field trips with defined educational purpose, computers, kindles and nooks, computer tutorial for the lab, parent volunteer coordinator, lower teacher stipends to \$150, color printer cartridges for teacher use only, babysitting, eliminate Time for Kids and science van.

Fran reported many don't use the magazine stipend though it can be used for any magazine, not just Time for Kids. The magazine budget line item will be reduced to \$1,000 to reflect what has been used in recent years. It was clarified that playground equipment refers to balls, jump ropes, et cetera which is separate from the gym budget. It was noted that the instrumental music budgeted amount was not spent. We need to assess if this should be adjusted in the budget before the next general meeting. Christy will be consulted. It was clarified that general school supplies refers to things like paper so the PTSA can use the copy machine. This money hasn't been spent every year in the past three years. The line item was removed under PTA Sponsored Programs/Projects as there is already a line item under administration that addresses this.

## **NEW BUSINESS**

Credit card sales processing - Meri suggested getting a credit card machine to process sales of school apparel onsite at school events. Cost has been a concern with implementing this. Lisa has emailed information to Fran and Shellie about Square, a sales processing device that attaches to a smart phone. There is no set up cost. The fee is 2.75%. Receipts are sent via email. Shellie will research it. The board will consider implementing something in the fall.

## **FROM CHRISTY COLLINS**

AH will have a Somali get together this Friday at 6:00p.m. with Somali food and tea. Mr. Davis will provide games in the gym.

The meeting adjourned at 10:00 p.m.